

**JOB ANNOUNCEMENT**  
**Posting Date 8/31/2016**  
**LEGISLATIVE COMMITTEE ANALYST**  
**APPROPRIATIONS & REVENUE COMMITTEE**

The Legislative Research Commission (LRC) is currently accepting applications for the position listed above. The job duties, minimum qualifications, and desired attributes are as follows:

**Job Duties:** The job duties for this Legislative Analyst position with the Appropriations and Revenue Committee include, but are not limited to, the following:

- Research and drafting with an emphasis in taxation and a concentration in property taxation, estimating fiscal impacts and preparing fiscal notes for legislation, and reviewing other legislative analysts' drafted legislation that relates to the committee's jurisdiction;
- Communicate with supervisor to learn and follow agency policies and procedures;
- Work with agencies, legislators, and the public;
- Analyze and research issues related to committee's jurisdiction, or other issues as assigned, draft legislation, and communication information, sometimes in a summary or bulleted form, with staff, non-staff, and legislators as requested;
- Help arrange committee meeting logistics and staff meetings;
- Act as lead staff when requested for interim, session, or task forces;
- Undertake limited travel for committee meetings, meetings with legislators, and other occasions as appropriate;
- Work with other LRC staff on the production of LRC publications;
- Work with other LRC staff on multidisciplinary task forces and research projects;
- Attend training as needed or directed; and
- Perform other duties as assigned.

**Minimum Qualifications:** A juris doctorate, Master's or Ph.D. in public policy or field related to committee's jurisdiction,

Substitution: A Bachelor's degree in public policy, accounting, business administration, business management, or financial management or field related to the committee's jurisdiction with two years relevant experience may substitute for the required education.

.The individual selected for this position must: have a positive attitude; have excellent organization skills and verbal and written communication skills; be willing to assist other committees and research issues not related to committee's jurisdiction; be able to understand the legislative process and bill drafting computer application; be willing to meet short deadlines and work extended hours, mostly during legislative sessions; be able to work in a team environment; be willing to work and maintain a professional nonpartisan rapport with other agencies, legislators, and the public; and have basic computer skills with knowledge of Windows operating systems, or have a demonstrated ability to learn Windows operating systems.

This is a permanent, full-time position at 37.5 hours per week with benefits including health and life insurance, a retirement plan, and paid holidays, vacation, and sick days. Compensatory time is awarded on an hour-for-hour basis with prior approval.

**Application Deadline:** The review of applications will begin immediately, but all applications must be received by **September 14, 2016**.

All persons meeting the minimum qualifications and who are interested in this position are encouraged to submit by email a cover letter, current resume, and at least one written sample prepared solely by the applicant. Please list the job title in the e-mail subject line. All emails are to be sent to: [LRCresumes@lrc.ky.gov](mailto:LR Cresumes@lrc.ky.gov)

If the applicant does not currently have access to email, the materials may be mailed to:

Joy Kiser  
Acting Assistant Director for Human Resources and Professional Development  
Legislative Research Commission  
702 Capitol Avenue, Capitol Annex Room 64  
Frankfort, KY 40601

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